



Security

CORRECTIONAL CUSTODY PROGRAM

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This instruction implements AFPD 31-2, *Law Enforcement*, and gives the requirements and procedures for the Correctional Custody (CC) Program. It does not apply to the Air National Guard and the Air Force Reserve.

SUMMARY OF REVISIONS

★This revision changes the responsibility for developing local policies and procedures for operating a CC program from the installation CSP to the Installation Commander. Deletes requirement for annual RCS report. Denotes changes.

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Section A—Program Definition and Purpose

1. Definition. Correctional custody (CC) is non-judicial punishment that commanders impose for minor offenses. It is not confinement, and time served in CC is not time lost under Title 10, United States Code, Section 972.

2. Purpose. CC is an optional program. It provides commanders a secure setting in which to maintain discipline with correctional treatment that returns offenders to the mainstream Air Force. It punishes, rehabilitates, and deters each offender.

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and it visibly deters others on the installation. Because depriving people of their liberty is a severe punishment, CC requires careful consideration.

Section B—Organization, Staffing, and Corrections Staff Training

3. Determining Need. Installation commanders decide whether they need a CC program by balancing potential benefits and costs. Costs may outweigh benefits. If you have a CC program, reevaluate it at least annually. If costs outweigh benefits, you may cancel the program.

3.1. Before setting up a program, consider these factors:

- 3.1.1. Deterrent to potential offenders.
- 3.1.2. Value of work offenders do in CC program.
- 3.1.3. Value of self-help improvements to the CC area.
- 3.1.4. Savings from rehabilitating offenders instead of replacing them.
- 3.1.5. Cost of facility, staff, vehicles, and equipment.
- 3.1.6. Burden on units providing extra staff members.
- 3.1.7. How many offenders might be in CC each day.

4. CC Housing. Use dormitories or other suitable bachelor housing to establish housing for CC. If you use quarters for unaccompanied personnel, clearly define the CC area and make it off limits to people not involved in the program. Use partitions to make rooms in open-bay dormitories. In all cases, consider needs for fire, safety, and emergency evacuation before CC requirements.

4.1. Do not assign corrections staff to CC, and do not make CC part of the AFCP. Do not use detention cells collocated with the law enforcement desk for CC. Give the needs of the AFCP priority over CC.

5. Regional Facilities. If you consider an installation facility impractical, you may join a regional program. Air Force major commands (MAJCOM) use installation commander's comments to determine the need for regional facilities. If you base is from a separate MAJCOM, write support agreements to define responsibilities.

Section C—Operating a CC area

★6. CC Plan. The installation commander is responsible for establishing a CC Program. If the installation commander establishes a CC Program, he/she will designate an OPR for the program. The OPR will develop a local plan governing its operation.

6.1. The plan should include the following:

- 6.1.1. Purpose and policy.
- 6.1.2. Rehabilitation programs and responsibilities of referral agencies.
- 6.1.3. Standardized procedures for in-processing.
- 6.1.4. Daily schedules.
- 6.1.5. Responsibilities of unit commanders and CC supervisors and staff members.
- 6.1.6. Training and work programs, including how much "extra" duty you permit.
- 6.1.7. Guidelines for supervising and treating offenders.
- 6.2. The training and work plan may include military, physical, or technical training; productive work; or other duties. Offenders may be assigned to details. Explain procedures to return offenders to their normal duty sections for parts of the day as soon as possible after entry into the program.

7. Unit Commander's Progress Review. Commander's maintain command authority for assigned personnel in correctional custody, regardless of location. If you impose CC, you or your first sergeant must review the progress of the offender weekly. You must get base referral agencies to evaluate and contribute to correction by making referral appointments for offenders. You may mitigate, remit, or suspend punishment if you:

- 7.1. Believe the offender is corrected.
- 7.2. No longer consider correctional treatment appropriate.
- 7.3. Start an administrative discharge.

★8. Staffing CC Areas. The designated OPR determines the size of the CC staff and carefully selects them to make sure they are responsible, dependable, and mature. This instruction authorizes a noncommissioned officer with special duty identifier 99702 to supervise CC at installations with established programs. The supervisor reports directly to the installation

commander or designated representative. The installation commander should detail staff from units with members in CC when the CC supervisor needs them. Do not use correctional personnel to staff a CC facility.

9. Training and Work Programs. Allow offenders to train and work in their own units more often as they progress in the CC Program. Each unit supervises offenders attached to it for training or work and designs duties so offenders meet performance standards in their specialties by the end of the program.

9.1. Supervisors of regional CC facilities will designate work and training units for offenders, returning offenders to their normal Air Force specialties, whenever possible.

9.2. Each facility will have a military training program to help rehabilitate offenders.

9.3. Each facility will use offices such as base legal, security police, and social actions to educate offenders on professional military subjects.

10. Supervising Offenders. Supervise offenders at all times in the CC area, and know where they are at other times. CC supervisors and staff will not carry weapons or use any form of personal restraint, such as handcuffs.

11. Disciplining Offenders. The commander who imposes punishment also discipline offenders who commit violations while in CC. The installation commander may empower the CC supervisor to withdraw in-house privileges from offenders who commit minor violations. The CC supervisor must establish guidelines for doing so.

12. Clothing for Offenders. Offenders must wear the prescribed uniform in the CC area and in training or work programs. Do not use special or distinctive uniforms, arm bands, or other devices to identify offenders.

13. See attachment 1 for duties and responsibilities.

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DUTIES AND RESPONSIBILITIES

A1.1. The Chief of Security Police, US Air Force (HQ USAF/SP) establishes policy and guidance for administering the CC facilities.

A1.2. The Headquarters Air Force Security Police Agency, Director of Corrections (HQ AFSPA/SPC) monitors the CC Program and provides data to HQ USAF/SP. It administers the program as HQ USAF/SP directs.

★A1.3. MAJCOM/SP acts as the MAJCOM's office of primary responsibility for CC. It coordinates with HQ AFSPA on CC issues.

★A1.4. The installation commander develops local policies and procedures for operating the program and uses referral agencies to correct offenders. The installation commander also uses feedback from unit commander, referral agencies, and the CC supervisor to evaluate the program's effectiveness.

A1.5. Unit commanders decide if CC will correct an offender's delinquent behavior. Normally, do not assign CC for members above staff sergeant, or when you have decided to discharge an offender. Track and evaluate an offender's progress in CC using regular reports from the CC supervisor and referral agencies.

★A1.6. As the CC supervisor, you:

A1.6.1. Administer the CC Program under the designated OPR's supervision.

A1.6.2. Oversee buildings and equipment.

A1.6.3. Make sure correction is fair and effective.

A1.6.4. Report any misconduct that may warrant disciplinary action to the responsible commander.

A1.6.5. Supervise offenders in the CC area or in duties you assign and directly monitor.